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JUL 11 1986

MEMORANDUM FOR: Director, Intelligence Community Staff

[Redacted]

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Deputy Director for Administration
Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and Technology
Chairman, E Career Service

FROM: Robert W. Magee
Director of Personnel

SUBJECT: Nomination of Candidates for Excellence in
Administration Awards

1. The General Services Administration is requesting nominations for their new award, Excellence in Administration, which will be presented at the next Partnership in Administration Conference in October 1986. This award will recognize top achievers in the fields of supply, procurement, automatic data processing, information management, traffic and travel management, telecommunications, building management, fleet management, general administrative management, and health and safety contributions related to the above-mentioned areas. Award recipients will receive a plaque recognizing their achievement and a substantial cash award. All nominees will receive certificates of excellence.

2. It is recommended that you review all employees from your Career Service and identify qualified candidates for this award. The Agency can nominate up to three candidates. Attached are guidelines for completing the nomination package.

3. Please forward the nominations to the Awards Branch, Office of Personnel, [Redacted] by 25 July 1986. If you have any questions, please call the Awards Branch on [Redacted]. If you do not have a candidate, it would be appreciated if you would also advise the Awards Branch.

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[Redacted Signature]

Robert W. Magee

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NOMINATION FORMAT FOR EXCELLENCE IN ADMINISTRATION AWARD

- I. Department
Bureau
SubBureau
- II. Individual Nominee, title, grade, address, phone,
organization, and a three line draft award citation.
- III. Brief biography of nominee not exceeding one page.
- IV. Specific Achievement
Benefits and impact on (1) individual unit, department, and,
if relevant, the (2) general government. This narrative
should not exceed two pages.
- V. Cost savings* (Be specific and provide method used to
compute savings or cost avoidance)

*In those instances where cost factors are not quantifiable,
please specify the public policy benefits such as improved safety
or health.

Agencies may submit up to three nominations.